



DEVELOPMENT COORDINATOR

**ELIGIBLE FOR FULL-TIME BENEFITS: Paid time off, medical, dental, life and short-term disability, 403(b) plan
RATE OF PAY: \$14.00 - \$19.00 per hour, depending upon experience**

Daniel Stowe Botanical Garden is the Carolinas' Garden for all seasons, providing guests a chance to reconnect with nature and to create lifelong memories with friends and family. Located within 380 acres on the banks of Lake Wylie, spectacular gardens, sparkling fountains, a conservatory dedicated to the display of tropical plants and orchids, a visitor pavilion, a garden store and nature trails await the visitor.

POSITION SUMMARY:

The Development Coordinator is responsible for designing, implementing and coordinating a comprehensive member/donor engagement and stewardship program that promotes interaction with and recognition of both individual and corporate members/donors that target annual giving. The Coordinator works collaboratively with internal teammates across departments and with external organizations in planning, coordinating and executing activities in support of these programs. These include, but are not limited to events, giving societies, and initiatives. The duties of this position require strong writing and communication skills.

RESPONSIBILITIES/DUTIES/TASKS:

- Manages and executes all aspects of fundraising for Annual Giving (outside of memberships) including individual, corporate and community organized opportunities
- Consults with the Director of Development to strategize annual campaign fundraising
- Fosters the growth of best practices in the supporting areas of gift processing, data management and donor relations as related to annual giving and the organization as a whole
- Implements timely and on-going personal/written/phone contact with donors/potential donors including thank you letters and receipts
- Responsible for the integrity and accuracy of the organizational donor database, including, but not limited to updating donor records manually or importing information from disparate sources.
- Cultivates, solicits, and stewards major gift donors for annual campaign in cooperation with the Director of Development
- Works with the development team and other organizational departments on all special events to ensure their success
- Coordinates annual mail, email, and social media solicitation campaigns in collaboration with Development and Marketing departments
- Manages a prospect pool with annual goals for personal visits and giving outcomes
- Maintains the highest level of standards in fundraising and development while adhering to ethical principles, acting with discretion and keeping information confidential.

POSITION REQUIREMENTS:

Minimum: Bachelor Degree and at least two years of experience in development

Ideal: Bachelor Degree with some professional development or certification in related area and success in cultivation and stewardship of corporate donor base for non-profit organization.

OTHER REQUIREMENTS:

- Excellent computer skills including fundraising database application and basic Microsoft programs.
- Enthusiastic self-starter with excellent communication and presentation skills.
- Solution-oriented, organized, attentive to detail, creative and flexible.
- Ability to work in a team environment.
- Ability to work in a fast-paced, change-oriented environment.
- Must be willing to serve all of our guests equally regardless of their race, color, religion, national origin, age, gender, marital status, disability, veteran status, genetic information, gender identity and/or sexual orientation.
- Ability and willingness to work evenings and weekends when business needs require.

FOR MORE DETAILS AND TO APPLY, PLEASE VISIT: <http://dsbg.applicantstack.com/x/detail/a24xlix071ik>

Successful candidates must be able to pass a background check.

No telephone calls, please.

Top candidates will be contacted.

Position open until filled.

Daniel Stowe Botanical Garden is an equal opportunity employer and participates in E-Verify(R).